

# DOCT

DEPARTMENT OF  
CRIMINAL JUSTICE TRAINING

## Annual Report









DOCJT 2014  
ANNUAL REPORT

# TOC

<b>Commissioner's Message</b> .....	1
<b>Executive Staff</b> .....	2
<b>Agency Overview</b> .....	4
Organizational Structure .....	4
2014 Top Issues .....	5
<b>Commissioner's Office</b> .....	6
Communication's Office .....	7
Staff Services and Planning Office .....	8
<b>Training Support Division</b> .....	10
Compliance and Monitoring Section .....	11
Kentucky Law Enforcement Council .....	12
<b>Administrative Division</b> .....	14
Fiscal Management Branch .....	15
Information Systems Branch .....	15
Supply Branch .....	15
<b>Training Operations Division</b> .....	16
Instructional Design Section .....	17
Basic Training Branch .....	17
Skills Training Branch .....	17
Advanced Individual Training Branch .....	17
Leadership Institute Branch .....	18
<b>New Legislation</b> .....	20
<b>DOCJT: News and Events</b> .....	22
DOCJT Awards/Recognitions .....	23
Retirements .....	24
DOCJT Giving .....	24
Kentucky Law Enforcement Memorial Foundation .....	25
<b>Acronyms</b> .....	26





June 2015

It is my privilege to introduce the annual report of the Department of Criminal Justice Training for 2014. The instructional and administrative personnel of this department continue to set and meet high professional goals. I am pleased to acknowledge some of those accomplishments in the following report, as well as highlight our department's top issues for the coming year.

As we have done twice before (1997, 2006), we have engaged and completed a job-task analysis for entry-level peace officers. This job-task analysis was one of the most client-involved task analyses spanning more than nine months, hundreds of interviews and several thousand individual surveys. Based on this job-task analysis, DOCJT developed and the Kentucky Law Enforcement Council approved a Basic Training Course consisting of 888 hours of instruction. While any change to Basic Training is significant, this particular change is even more so: Kentucky clearly has the most comprehensive training for law enforcement professionals in the country.

Identifying and prioritizing the challenges and opportunities ahead has always been a hallmark of DOCJT. In keeping with this orientation, we have identified 10 priority issues for the coming year. Perennial inclusions to these priorities are Commission on Accreditation for Law Enforcement Agencies and International Association for Continuing Education and Training accreditation standards, fiscal integrity of Kentucky Law Enforcement Foundation Program Fund and Peace Officer Professional Standards, and including the remaining POPS certified officers in KLEFPF. And, for the benefit of our client agencies and officers, we will continue to promote and advance refinement and promotion of our Training and Registration Information System and seek adequate funding for maintenance of our facilities and training operations.

The law enforcement community of Kentucky continues to move forward. DOCJT will be prepared to provide quality training and administrative support to meet and exceed expectations.

Sincerely,

John W. Bizzack, Ph.D  
Commissioner



Funderburk Building  
521 Lancaster Avenue • Richmond, KY 40475-3102  
(859) 622-1328 • <https://docjt.ky.gov>  
*An Equal Opportunity Employer M/F/D*







Front row: Commissioner Bizzack. Second row, left to right: Donna Masters, Kevin Rader, Frank Kubala, J.R. Brown, Leslie Gannon

## John W. Bizzack, Ph.D.

Dr. John W. Bizzack is the Commissioner of the Department of Criminal Justice Training in the Kentucky Justice and Public Safety Cabinet, a position he has held since 1996 when first appointed by Gov. Paul E. Patton. Gov. Ernie Fletcher reappointed Dr. Bizzack commissioner in 2004, and he again was reappointed by Gov. Steve Beshear in 2008.

Dr. Bizzack is a 44-year veteran of the police community. He served 25 years with the Lexington Division of Police and retired at the permanent rank of captain.

He has authored six books dealing with leadership, management, and other topical

issues in the field of law enforcement and criminal justice. Dr. Bizzack is active with various state and local boards, task forces and non-profit community organizations dealing with issues facing policing, other components of the criminal justice system and community service.

He was instrumental in the design, development, and the implementation of the 1998 Peace Officer Professional Standards legislation that governs selecting and hiring standards for Kentucky peace officers, as well as expanding Kentucky's \$40 million law enforcement training complex in Richmond. Dr. Bizzack also served as chief facilitator

and coordinator of the Statewide Drug Control Assessment, which led to the creation of the Kentucky's first Office of Drug Control Policy.

Dr. Bizzack currently serves as a member of the Kentucky Crime Council, the Kentucky Law Enforcement Council and has served on the Board of Regents at Eastern Kentucky University. He was elected as the first president to serve on the Kentucky Law Enforcement Memorial Foundation Board, and today continues to speak nationally on important issues of police standards, homeland security and leadership in the criminal justice system.



## Leslie Gannon

Leslie Gannon retired from the Kentucky State Police in July, 2013 as lieutenant colonel serving as director of the Administrative Division. Her career of more than 23 years with KSP included assignments as commander of Madisonville and Pikeville Posts, Forensic Laboratories, and the academy. Upon being appointed to the commissioner's staff in 2008, her duties extended from overseeing human

resources, training, recruitment, legislative security, public affairs and financial management to coordinating the agency's promotional process and leadership development training for sworn and civilian supervisors.

Upon retirement from KSP, she was hired as executive director of the Kentucky Law Enforcement Council prior to being appointed deputy commissioner of DOCJT.

Ms. Gannon received a Bachelor of Arts in Criminal Justice from Kentucky State University. She is a NHTSA, Verbal Judo and KLEC certified instructor and served as a member of the Kentucky Law Enforcement Council for more than five years, while chairing the Professional Standards Committee.

## J.R. Brown

Director of the Training Operations Division, J.R. Brown is in his 21st year with the Department of Criminal Justice Training. He has served as a Basic Training instructor, In-Service Training instructor, Compliance investigator, supervisor of the Leadership Section, branch manager of the Kentucky Leadership Institute Branch, Advanced Individual Branch and Telecommunications Branch.

Mr. Brown has been a Kentucky Law Enforcement Council certified instructor since 1993.

He holds a Master's of Public Service-Administration from Western Kentucky University and a Bachelor of Science in Law Enforcement from Eastern Kentucky University. He is a graduate of the 80th Administrative Officers Course, Southern Police Institute at the University of Louisville.

Mr. Brown started his police career with the Madisonville Police Department in 1974 and retired from the Bowling Green Police Department in 1994 as a Sector Commander with the rank of captain. He is a veteran of the Kentucky Army National Guard and was serving as the unit training NCO upon completion of his service in 1977.

## Frank Kubala

Frank Kubala is a 28-year veteran of law enforcement serving his active duty status with Hollywood, Florida and the Lexington Division of Police. Mr. Kubala was hired by the Department of Criminal Justice Training in 1998 as an instructor.

Mr. Kubala rose through the ranks as a section supervisor then to a branch manager. He is currently the assistant director of the Training Operations Division.

Mr. Kubala has a bachelor's degree in Criminal Justice, a Master's Degree in Safety

and Security and a Doctorate of Education in Leadership & Policy Studies. He is an adjunct professor at Eastern Kentucky University teaching a variety of safety, security and human resource-related courses.

## Donna Masters

Donna M. Masters joined the staff of the Department of Criminal Justice Training in October 2000, as the grants consultant for DOCJT. In April 2002, Ms. Masters was selected as the assistant director of the Administrative Division, and in June 2004, was appointed as the division's director. The

Administrative Division is composed of three branches, seven sections and one office. Ms. Masters also was a former guest instructor in the DOCJT Leadership Development Section.

Ms. Masters retired from Eastern Kentucky University and served in several administrative capacities at ECU: assistant

secretary of the ECU Board of Regents, administrative assistant to the president, and director of the Grants and Contract Office.

Ms. Masters earned her Bachelor of Arts in History and a Master's of Public Administration from ECU.

## Kevin Rader

Kevin Rader began his career with the Department of Criminal Justice Training in October 2001 as a network analyst in the Computer Section. In July 2004, he was selected as the Information Systems branch manager and served in that capacity until April 2009, when he became

the assistant director of the Administrative Division. Mr. Rader also serves as a member of the DOCJT legislative team.

Mr. Rader was employed at Lexmark, as well as in the banking industry prior to joining the DOCJT staff. He graduated from Cumberland College where he earned a

Bachelor of Science degree in Computer Information Systems while minoring in Business Administration.



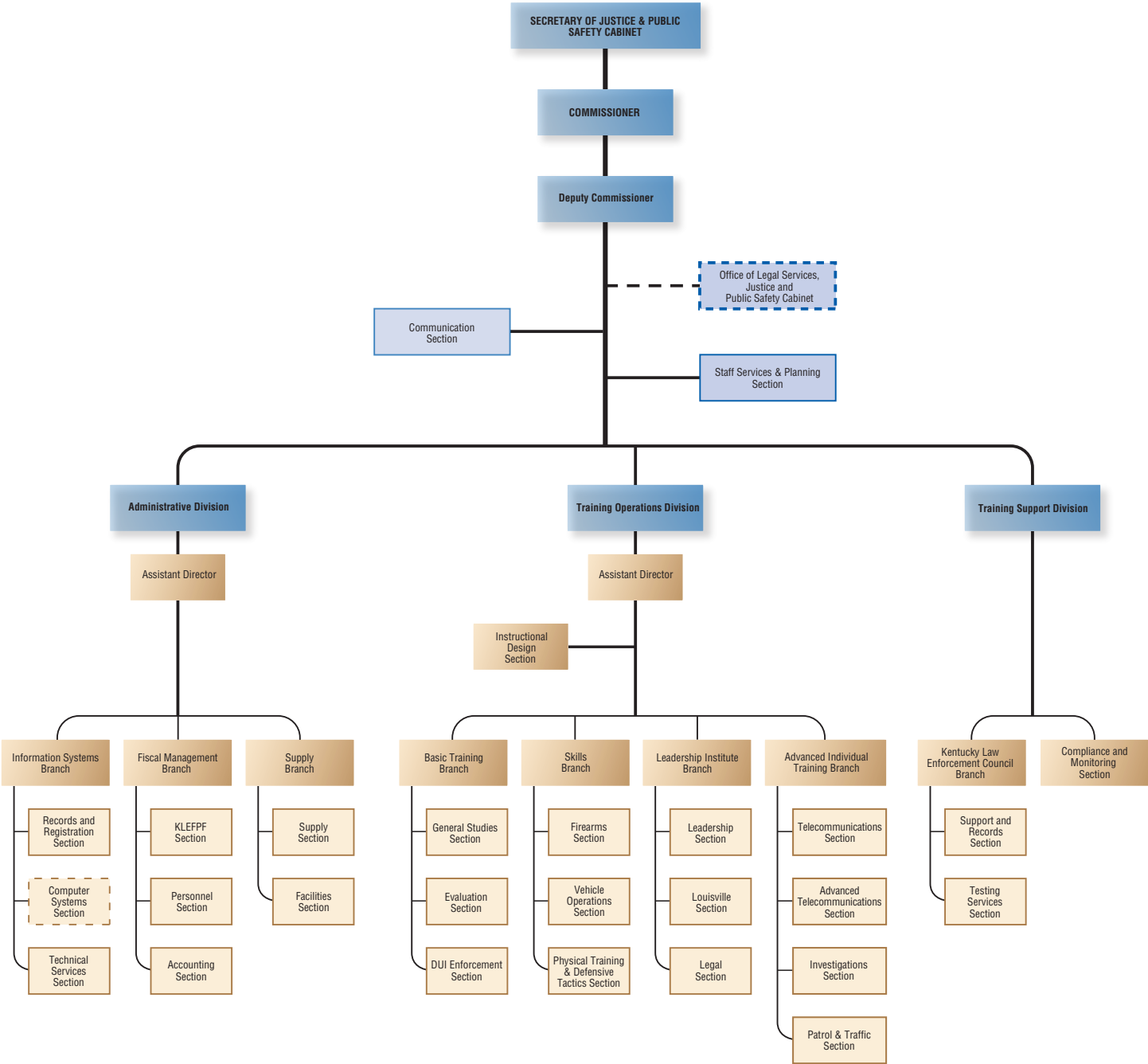
DOCJT

DEPARTMENT OF

CRIMINAL JUSTICE TRAINING

ORGANIZATIONAL STRUCTURE

November 2014







# 2014 TOP ISSUES



- Maintain compliance with all CALEA and IACET accreditation standards
- Maintain fiscal integrity of KLEFPF
- Support and advance upward mobility opportunities for DOCJT employees
- Maintain and advance relationships with all professional associations
- Seek funding to sustain facilities and meet training needs
- Continue to advance business-process efficiencies through the development and enhancement of Information System Applications
- Refine the Training and Registration Information System (TRIS) and encourage its use by client agencies
- Continue to support inclusion of all qualified POPS officers into KLEFPF
- Continue updating distance learning and blended learning design options while incorporating IACET accreditation standards to offer Certified Educational Units for all eligible courses
- Use Job Task Analysis results to develop new curricula for entry-level law enforcement officer basic training classes
- Maintain integrity of POPS



**MISSION STATEMENT:**

To provide quality criminal justice training and services which advance the ability of Kentucky law enforcement to create a safe, secure environment in which to reduce crime and its cost to society.





# Commissioner's Office

**AIT**

**Social Media  
and Internet  
Investigations**

**THE GOOD, THE BAD AND  
THE HELPFUL FOR LAW**



The first ever thorough analysis of the Kentucky Law Enforcement Foundation Program Fund, better known as the proficiency grant for law enforcement peace officers, was compiled.

KLEFPF provides funds for Department of Criminal Justice Training operations and annual proficiency grants to peace officers completing annual training requirements.

In detail, the report examined how other states mandate their basic training and continuing education training; the history of KLEFPF and the grants' intended use; the grants' impact on Kentucky's House and Senate Districts; and the proposed recommendations of the more than 7,000 Kentucky peace officers who continue to strongly support their long-standing request to:

- Add the remaining certified officers — the 'Forgotten 300' — to KLEFPF proficiency grant eligibility.
- Allow the coverage of law enforcement training and proficiency grants expenses before sweeping the remaining funds into the General Fund.
- Advance the original 1998 recommendation to incrementally increase proficiency grants from \$3,100 to the originally planned \$5,000 over the next three bienniums.
- Establish and maintain a contingency fund of \$5 million from KLEFPF resources to provide funding for future unanticipated needs or emergencies.

The report — a 50-page magazine format — was distributed to the Kentucky law enforcement community, state legislators and other interested parties who examined the KLEFPF situation during the 2015 Kentucky General Assembly session.

#### COMMUNICATION OFFICE

The Communication Office continued branding the Department of Criminal Justice Training logo as an entity on all peripheral items, from letterhead to apparel to training manuals to graduation certificates. The logo serves as the focal point of all departmental identification efforts at all levels and will lead staff and students to an awareness of and a

loyalty to the core institution. All graphics for the DOCJT lobby video display were individually upgraded and repackaged to reflect professional graphics and the new logo.

*Kentucky Law Enforcement* magazine, produced entirely in-house, was named the nation's "Best Magazine" produced by a government entity by the National Association of Government Communicators. *Kentucky Law Enforcement* magazine has won the national award for two consecutive years. The highest award achievable for a government-sponsored publication in the United States, the NAGC competition included federal, state and local government entries.

The staff researched, wrote, edited, designed and published four issues of *Kentucky Law Enforcement* magazine. This

year's magazines included primary in-depth features on law enforcement approaches to using social media as a routine policing tool, the perils of Post-Traumatic Stress, media coordination and investigating human trafficking in Kentucky. Each edition also contained an officer profile, a department profile, legal updates, news of interest to Kentucky law enforcement officers and community/state leaders and updates on training issues.

The Communication Office, in collaboration with the Staff Services and Planning Office, continued to distribute the monthly law enforcement e-newsletter,







Kentucky Law Enforcement *DISPATCHES*, via email to nearly 10,000 law enforcement officers across the state, as well as public officials, both local and statewide. The newsletter provides a platform to bring all officers quickly up-to-date on legislative packages during the Kentucky General Assembly sessions. Also, KLED previews new laws as interpreted by the courts, events and training conferences and articles of interest related to tactical, professional and personal advancement.

Immersing DOCJT into deeper levels of social media, the *Twitter* feed compliments DOCJT's *Facebook* page, providing new methods of reaching the state's officers and citizens. DOCJT's *Facebook* wall is continuously updated with upcoming information, allowing distribution of news instantaneously without waiting for the monthly distribution of KLED or the quarterly distribution of *Kentucky Law Enforcement* magazine.

The staff distributed multiple press releases regarding graduating classes with each tailored to the print media in each student's hometown as well as additional releases

about DOCJT activities and personnel. The staff also coordinated mainstream press requests for information on a variety of subjects.

In addition to information sharing and media coordination the Communication office juggled multiple ongoing projects this year.

- Organized media coverage of major events such as the Kentucky Law Enforcement Memorial Foundation ceremony.
- Provided ancillary support to DOCJT staff and the Justice and Public Safety Cabinet as requested.
- Continued updating agency-wide photo database as well as professionally photographing all agency functions and assuming additional responsibilities for identification badges.
- Designed brochures and posters for DOCJT sections for use in promoting specific classes, new learning methods and other information helpful to law enforcement personnel and students.
- Produced multiple training videos for use in various DOCJT classes as well as an updated departmental overview and a new, statewide CCDW video.
- Provided DVD/CD duplication support for DOCJT and other departments within state government.



## STAFF SERVICES AND PLANNING OFFICE

### Accreditation Management

The Commission on Accreditation for Law Enforcement Agencies requires all agencies to have an accreditation manager to coordinate and maintain compliance records for CALEA Public Safety Training Academy Accreditation program standards. As a designated flagship agency, DOCJT provides assistance to other training academies seeking CALEA accreditation. This process requires the continual monitoring of agency

ACCREDITED BY





policies, procedures and written directives and ensures efficient use of resources, improved relationships with the community, and the agencies' pursuit of excellence.

A successful on-site visit was completed in the fall by two CALEA assessors who conducted a thorough three-day assessment for DOCJT's fifth re-accreditation and to reach CALEA's Gold Standard Accreditation status.

National accreditation standards and delivery of services underscores and validates that DOCJT is indeed, the premier public safety training program in the country.

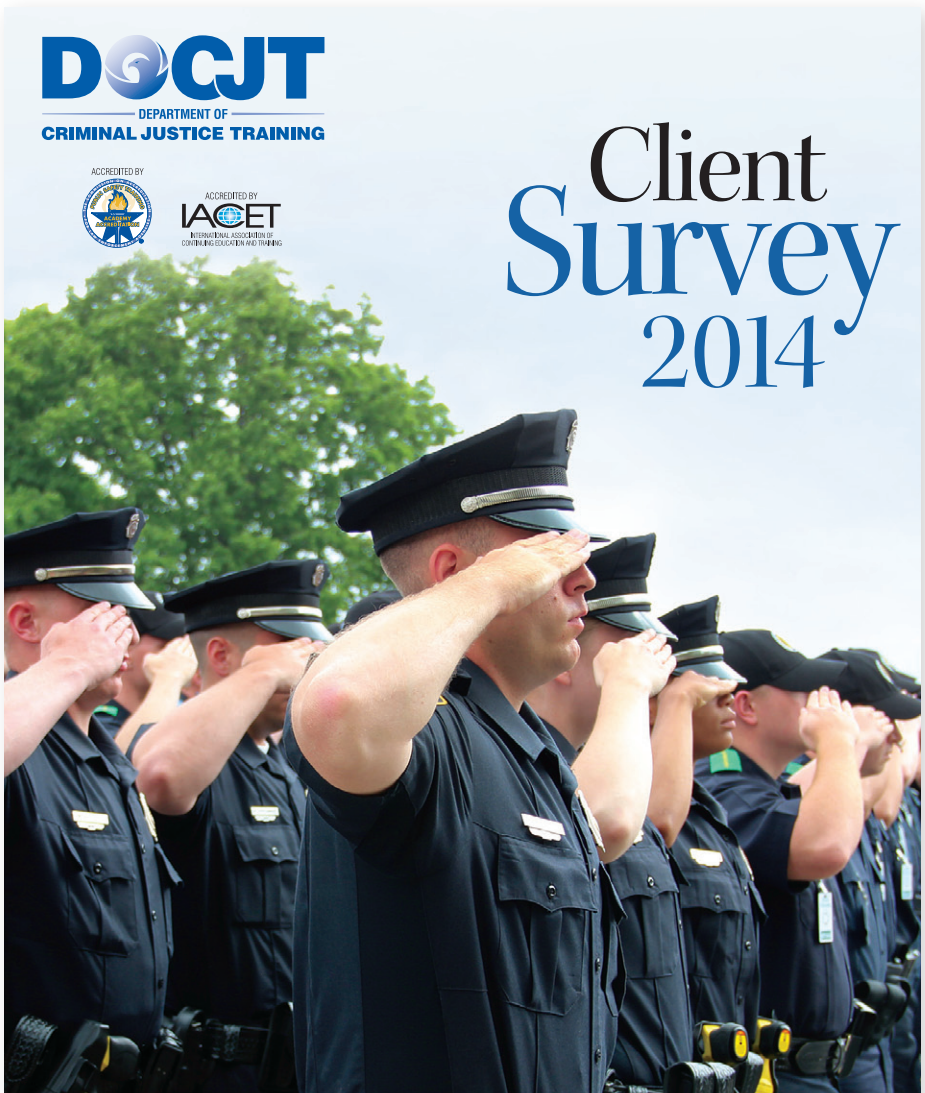
### Surveys and Analysis Projects

Staff Services and Planning Office conducted an online survey in collaboration with the Kentucky Center for School Safety to gather information from Kentucky's law enforcement executives regarding their opinions for non-sworn school personnel carrying or otherwise being responsible for firearms in schools. The final report conveyed that 69 percent of law enforcement executives were not in favor of non-sworn school faculty/staff being armed or having access to firearms. This information was presented to the Kentucky General Assembly when the subject of arming Kentucky teachers to make students safer was addressed.

*The Use of Knowledge* survey was developed to determine the extent to which DOCJT students have applied the knowledge and skills they learned during their courses when they returned to their job. Participants were selected based on their successful completion of a randomly-selected course during the 2013 training year. The surveys evaluated three DOCJT Advanced Individual Training level courses taught in 2013.

DOCJT also conducted a client survey, which is completed every three years and required by CALEA. This survey determines if DOCJT is meeting the state's training needs and providing necessary services to the Kentucky law enforcement community. It gauges the effectiveness of current programs and identifies future priorities. Overall, the survey proved to be extremely valuable and found the inclusive attitude of Kentucky's law enforcement rating of 91.2 percent in the services that DOCJT provides. The report was compiled and results were readily made available to the Kentucky law enforcement community.

The Staff Services and Planning Office provides assistance to the Communication Office in generating the KLED and *Kentucky Law Enforcement* magazine.



Staff Services and Planning Office also maintains the course and instructor evaluation program for Advanced Individual Training level classes. This process includes distribution, data entry, data compilation and results reported to executive staff, supervisors and instructors. These critiques reflect the delivery of course objectives, instructor performance and classroom accommodations.

The Staff Services and Planning Office also strongly supported the successful completion of the law enforcement entry-level job task analysis that resulted in an extended basic training curriculum.

### IACET

Since 2013, DOCJT has met the standards of the International Association for Continuing Education and Training, making DOCJT a continuing educational credit unit provider

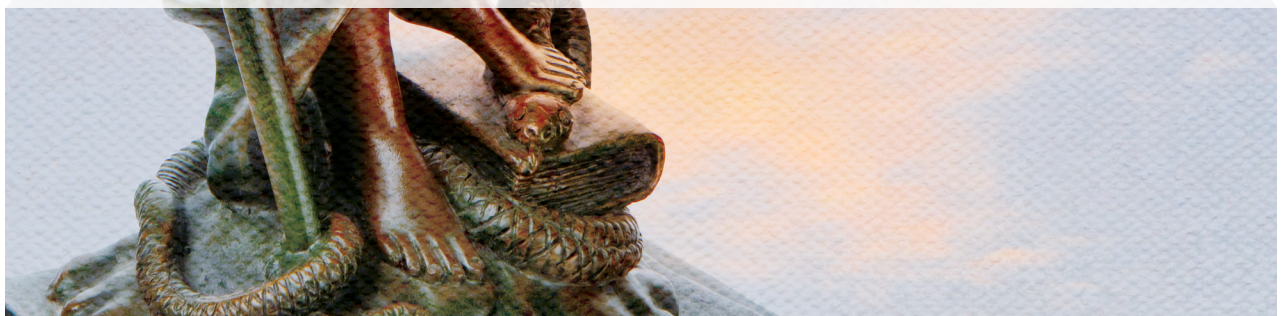
under the IACET umbrella. IACET is a non-profit association dedicated to quality continuing education and training programs. IACET accredits education providers that meet strict continuing education guidelines. DOCJT can now issue continuing education units. CEUs were originally designed for professionals who had already attained a certain level of education and needed to take additional continuing education and training per year to maintain certification.







# Training Support Division





The Training Support Division oversees all training schools, curriculum, and instructor certifications, while administering and maintaining compliance of the Peace Officer Professional Standards and the Carrying Concealed Deadly Weapon activities in the commonwealth.

COMPLIANCE AND MONITORING SECTION

The Compliance and Monitoring Section conducts KLEFPF/TPS/CCSO and POPS audits of law enforcement agencies every three years. The audits verify only trained and certified officers, telecommunicators, and certified court security officers are employed by Kentucky law enforcement agencies and that KLEFPF proficiency grants are paid correctly.

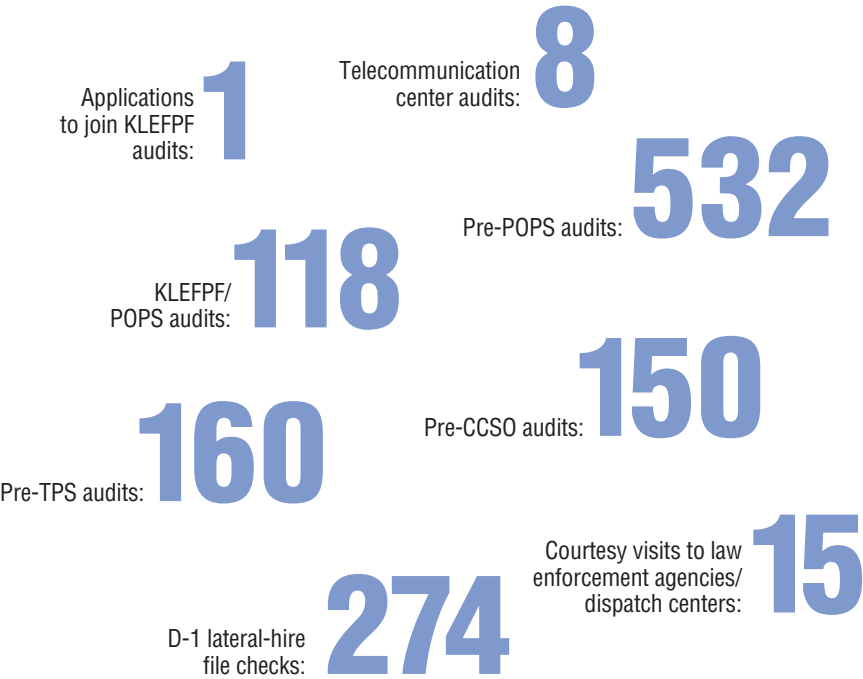
Prior to attending DOCJT training academies, pre-audits are conducted on all law enforcement officers, telecommunicators, and court security officers. This ensures that only qualified applicants are sent to the academy by their departments.

All law enforcement personnel are required to complete training annually. When officers, telecommunicators, or court security officers are training deficient, the Compliance Section works with the individual and their department to correct the deficiency.

Compliance Section personnel strive to maintain a positive rapport and professional relationships with the law enforcement community. Each year, investigators and staff attend the Kentucky Association of Chiefs of Police and Kentucky Sheriffs' Association conferences. In addition, the staff pays courtesy visits to departments as well as facilitates phone inquiries to explain applicable KRS and KAR's mandated for peace officers, telecommunicators, CCSOs and CCDW.

The Compliance Section is also charged with providing oversight and training to Kentucky's Carrying Concealed Deadly Weapons instructors. In addition to conducting investigations as needed, Compliance investigators attend applicant classes, teach segments during instructor recertification classes 12 times a year, pay courtesy visits to gun shops and ranges, and make court appearances as subpoenaed.

Accomplishments met in 2014 by the Compliance and Monitoring Section:



Carrying Concealed Deadly Weapons Program:

CCDW instructor courtesy visits.....	24
Gun/pawn shop visits.....	55
CCDW applicant classes attended.....	14
CCDW instructor recertification classes attended.....	24
CCDW investigations.....	20
CCDW complaints (not assigned a case number but a warning).....	50
KLEFPF/POPS Investigations.....	17
POPS certificate revocations.....	11
Employee background investigations.....	12
General requests for assistance from public/law enforcement/agency.....	144
KLEFPF overpayment.....	\$6,117.20
KLEFPF underpayment.....	\$2,632.64
2014 training delinquency contacts.....	169
Meetings/conferences/training attended: KLEC quarterly meeting, KACP conference, KSA conference, IPTM, DOCJT AIT, DOCJT EEO meetings.....	22
Taught in the Orientation for New Police Chiefs / Sheriffs course.....	3



**Nature of KLEFPF/POPS Investigations:**

The Compliance Section investigated felony charges against 17 law enforcement officers for recommendation that their POPS certifications be revoked by the KLEC. There were 13 revocations recommended to KLEC for felony convictions; two investigations still pending and two felony charges amended to misdemeanors, which have no effect on POPS certification status. The nature of the investigations/felonies were:

- Official misconduct/possession of controlled substance
- Tampering with physical evidence
- Deprivation of Rights Under Color of Law
- Intimidating/criminal mischief/trafficking in controlled substance
- Other than Honorable Discharge from U.S. Navy
- Intimidation/obtaining controlled substance by fraud/trafficking
- Trafficking in controlled substance
- Providing false statement to investigators in federal court
- False statement/obtaining controlled substance by fraud and attempt
- Federal program fraud
- Distributing controlled substances
- Theft of a controlled substance
- Bribery/theft by failure to make required distribution

**Nature of CCDW Investigations:**

The Compliance Section investigated 20 CCDW cases in 2014. Twelve instructors resigned from the program. The nature of the complaints consisted of instructors turning in paperwork late and/or with errors; teaching classes improperly by not requiring students to fire the required number of rounds during the range portion of classes; failure to show class video; not teaching classes for the required six hours of instruction; paying for class fees with non-sufficient funds checks; charging students too much for class fees; falsifying dates on paperwork; teaching an applicant class despite having an invalid permit and; one accidental discharge of a weapon during a CCDW applicant class.

**KENTUCKY LAW ENFORCEMENT COUNCIL**

The Kentucky Law Enforcement Council, as prescribed in KRS 15.315 and 15.330, is composed of 24 members, named in statute by virtue of office or appointed by the Governor to four-year terms. The KLEC governs

training for all the state's law enforcement and meets quarterly. The council is charged with certifying or approving law enforcement training schools, training instructors, curriculum, as well as administering the Peace Officer Professional Standards certification process for peace officers, court security officers and telecommunicators. The council is comprised of the Executive Committee, Certification Committee, Curriculum Committee and the POPS Committee.

The four training academies (DOCJT, Kentucky State Police, Lexington Division of Police Department and Louisville Metro Police Department) in Kentucky are required to have all training curricula and instructors certified, or waived, before the KLEC. The council ensures the integrity of those programs are maintained within the parameters of Kentucky Administrative Regulations and Kentucky Revised Statutes.

The 1998 Omnibus Crime Bill (HB 455) legislation is responsible for the comprehensive changes in requirements for Kentucky law enforcement, including the Peace Officer Professional Standards Act. POPS dictates the minimum standard for becoming a peace officer in Kentucky. The law requires Kentucky law enforcement agency applicants to meet 17 pre-employment standards prior to becoming a peace officer. Prior to POPS, Kentucky only required peace officer applicants to be at least 21 years old, not convicted of a felony offense and hold a valid operator's license. In addition, applicants for both court security officers and telecommunicators undergo similar testing requirements with fewer pre-employment standards prior to being hired by Kentucky law enforcement agencies.

Applicant testing for peace officers, court security officers and telecommunicators is conducted regionally, at eight testing sites throughout the state to accommodate all Kentucky law enforcement agencies. The testing process consists of two phases. Phase I is comprised of the physical agility test and suitability screener and Phase II is comprised of the polygraph exam and drug test. The KLEC office personnel are tasked with testing applicants, scheduling Phase I and Phase II testing, and processing all appropriate forms submitted by law enforcement agencies. KLEC provides assistance to law enforcement agencies in hiring the best qualified applicants available at the least cost with the least inconvenience and in a timely manner — while understanding throughout that agency pre-employment needs vary greatly by agency size.



The KLEC office works with personnel of both the Compliance and KLEFPF offices ensuring officers maintain their required training for certifications. In addition, KLEC personnel communicate with law enforcement agencies on a daily basis providing guidance and information while striving to maintain professional working relationships in the law enforcement community. KLEC strives to accomplish this mission to better serve those who serve others because the expectations are the benchmark for training standards to the extent that it may very well save the life of one of Kentucky's officers.

**By the numbers:**

**8,228** Number of certified officers

**1,579** Number of certified telecommunicators

**709** Number of certified court security officers

**11** Number of out-of-state basic training approved officers

**The KLEC staff administered the following exams for peace officers, telecommunicators and court security officers:**

**1,242** Suitability screener

**962** Physical agility tests



**749** Polygraphs

**630** Drug screens

The KLEC's Career Development Program is a voluntary program that awards specialty certificates based on an individual's education, training and experience as a peace officer or telecommunicator. There are 17 professional certificates; 12 for law enforcement that emphasize the career paths of patrol, investigations, traffic and management; and five certificates for telecommunications. The variety of certificates allows a person to individualize his or her course of study, just as someone would if pursuing a specific degree in college.

The Career Development Program issued 296 new certificates to peace officers and telecommunicators in 2014.

#### POPS Requirements

- Citizen of the United States (Birth Certificate)
- Minimum of 21 years of age
- High school graduate or G.E.D.
- Valid operators license
- Fingerprint cards completed and mailed to KSP
- Absence of felony
- No prohibition on firearm possession (federal or state)
- Code of ethics distributed and signed
- Has not received a dishonorable discharge or general discharge under other than honorable conditions
- Medical exam complete (Forms G-1, G-2)
- Valid negative drug screen report (10-panel)
- Background investigation (Form H-1)
- Criminal offenses
- Credit report
- Employment
- References
- Education
- Interview conducted by agency executive or designee
- No revocation of certification in another state as a peace officer
- Suitability screener results
- Passed physical fitness standards
- Polygraph results
- Records retention/documentation

#### Kentucky Law Enforcement Council Members

##### Executive Committee

Keith Cain .....Chair  
 Luke Morgan .....Vice-Chair  
 Mike Ward .....Certification Committee Chair  
 Allen Ault .....Curriculum Committee Chair  
 Robert Ratliff .....Professional Standards Committee Chair

##### Certification Committee

Mike Ward .....Chief of Police  
 John Cirigliano .....Citizen at Large  
 John Coyle .....County Judge Executive  
 Troy Young .....Sheriff  
 Wayne Hall .....Chief of Police  
 Ricky Lynn .....Kentucky Peace Officers' Association  
 Joe Cline .....Kentucky Association of Chiefs of Police  
 Jon Hayden .....Sheriff  
 Michael Ormerod .....Chief of Police  
 Craig Sorrell .....Lexington Division of Police Training Academy

##### Curriculum Committee

Allen Ault .....Eastern Kentucky University, College of Justice and Safety  
 Richard Badaracco .....Attorney General's Office  
 Allen Love .....U.S. Attorney  
 Thomas Hughes .....University of Louisville, Southern Police Institute  
 Bill Sheckles .....Mayor  
 Keith Middleton .....Chief of Police  
 Patrick Boggs .....Kentucky Sheriffs' Association  
 Frank Kubala .....Department of Criminal Justice Training

##### POPS Committee

Rob Ratliff .....Chief of Police  
 Howard Logue .....Kentucky State Police  
 Keith Cain .....Sheriff  
 Luke Morgan .....Kentucky Bar Association  
 Berl Perdue, Jr. ....State President, Fraternal Order of Police  
 Steve Conrad .....Louisville Metro Training Academy

##### Newly appointed KLEC members:

President Ricky Lynn .....Kentucky Peace Officers Association  
 Dr. Frank Kubala .....Department of Criminal Justice Training  
 Commander Craig Sorrell .....Lexington Division of Police Department

#### POPS REQUIREMENTS — Physical Performance Points Distribution

EVENT	9 pts	9.5 pts	10 pts	10.5 pts	11 points
Bench Press (% body weight)	55.3%	59.7%	64%	68.5%	> 73%
Sit Ups (repetitions)	13	16	18	-----	≥ 18
300 Meter Run (seconds)	68	67	65	-----	≤ 65
Push Ups (repetitions)	14	17	20	23	≥ 25
1.5 Mile Run (min:sec)	17:56	17:34	17:12	16:44	≤ 16:15



# Administrative Division





# The Administrative Division provides a myriad of support and services to staff and client agencies for the Department of Criminal Justice Training to continue as the “Gold Standard” law enforcement training academy.

The Administrative Division continues to provide efficient and effective administrative support to advance the ability of the Commonwealth of Kentucky’s law enforcement community to create a safe, secure environment for citizens of the commonwealth.

The Administrative Division provided a myriad of information, and staff received special recognition, in the agency’s CALEA reaccreditation process.

## FISCAL MANAGEMENT BRANCH

The Fiscal Management Branch is responsible for providing timely and accurate fiscal services for DOCJT, its clients, and other applicable state and/or federal agencies so that DOCJT staff can concentrate on their primary tasks without the distractions of support issues. The staff of the FMB interprets and ensures that transactions are in compliance with DOCJT and state/federal regulations and policies. The FMB is also responsible for the administration and monthly distribution of Kentucky Law Enforcement Foundation Program Fund payments to participating law enforcement agencies throughout the Commonwealth. The FMB is additionally responsible for the Personnel Section; among its major service elements are the facilitation, education, coordination and assistance to all agency personnel. The staff of the FMB:

- Disbursed approximately \$30.7 million in KLEFPF proficiency grants and retirement contributions to approximately 7,300 law enforcement officers serving approximately 350 client agencies.
- Expended approximately \$19.2 million in restricted funds, to also include grant funds.
- Deposited approximately \$843,000 in CCDW funds.
- Processed approximately 17,000 documents i.e. travel vouchers, KLEFPF payments, deposits, bills, personnel actions, etc.
- Complied with and provided supporting documentation for CALEA standards.

- Selected by the Personnel Cabinet to participate on the Governance Planning Team for the Kentucky Enterprise Learning Management System.

## INFORMATION SYSTEMS BRANCH

The Information Systems Branch is responsible for purchasing and maintaining the agency’s technology needs, electronic data, records/registration systems, and printing services. Additional responsibilities include application development, security access and web design. Significant progress was made in the areas of application development, technology infrastructure, and process improvements, such as:

- Processed approximately 62,000 requests to include registrations, transcripts, open records requests, and Carry Concealed Deadly Weapons applications.
- Training and Registration Information System
  - Processed more than 14,600 registrations during 2014 (74 percent of the 2014 registrations processed through TRIS).
  - Went live with TRIS for the 2015 Schedule Training year on December 1, 2014, with more than 9,200 records processed in December.
  - Currently have 967 registered users in TRIS from 401 agencies.
- Implemented Training and Administration Support System II enhancements.
- Printed over 12.5 million copies, to include approximately 38,000 CCDW manuals.
- Replaced computers in the Basic Training Computer Lab.
- Implemented agency-wide wireless access/ upgraded network infrastructure.
- Replaced more than 140 employee and classroom desktop/laptop computers.

## SUPPLY BRANCH

The Supply Branch staff expedited requests to provide staff and/or its clients with the necessary supplies, equipment, vehicles, and dormitory housing, as well as superbly-maintained facilities, to assist in the quality training conducted by the DOCJT. The SB staff:

- Expedited 406 facility-use requests from 27 external agencies totaling 2,825 hours usage.
- Processed 2,150 requests for fleet vehicles, driven approximately 500,000 miles.
- Provided well-maintained vehicles for training and travel.
- Maintained an infrastructure of more than 300,000 sq. ft. and responded to 1,921 facility maintenance requests.
- Managed DOCJT facilities through the master scheduling program.
- Processed 2,785 purchase and supply requests while assuring cost-effective and quality purchases.
- Maintained the necessary inventory controls in compliance with state and/or agency regulations and policies.
- Expedited 1,678 requests for CCDW training materials.
- Developed and monitored 33 contracts totaling approximately \$6 million for training requirements and agency operations.







# Training Operations Division





The Training Operations Division trained 13,717 students during 2014. Of that figure, 4,512 students completed online training in the areas of Advanced Individual Training, Telecommunications and DUI Enforcement.



The division conducted 423 classes (23,401 hours of training) at 27 training sites throughout 2014.

Utilizing the 2014 Job Task Analysis, Training Operations Division personnel designed, developed and assessed the new 22-week DOCJT Law Enforcement Basic Training curriculum. The design team was made up of division personnel from all training areas and branches who worked together to develop a final product of curriculum and lesson plans to be approved and ready for implementation for January 2015.

Division personnel were heavily involved in the 2014 CALEA assessment by providing on-going compliance documentation as well as assisting with the on-site assessment.

Investigations Section staff developed and introduced the first Kentucky Drug Investigations 2014 course. Client agencies and students rated this course with outstanding reviews, therefore, the course will be offered two times during the 2015 training schedule.

These are just a few examples of the accomplishments in 2014 as the Training Operations Division continues to strive to meet the training needs of Kentucky law enforcement.

#### Training Operations Division summary:

In 2014, the Training Operations Division conducted **423** classes (**23,401** hours of training) at **27** training sites. Total number of students trained: **13,717**. Total number of law enforcement instructors **73** and total number of telecommunications' instructors **8**.

#### INSTRUCTIONAL DESIGN SECTION

- Presented four Instructor Development Courses and graduated **52 new instructors** representing Kentucky's four law enforcement academies.
- **51** distance learning classes trained **4,512** students in the areas of AIT, Telecommunications and DUI Enforcement.

#### BASIC TRAINING BRANCH

- **11** Law enforcement basic training classes graduated, with a total of **266** recruits successfully completing Basic Training.

CLASS NO.	GRADUATES
450	24
451	27
452	24
453	26
454	22
455	23
456	27
457	18
458	26
459	24
460	25

- DUI Enforcement Section conducted **4** Basic Breath Test Operator (40 hour) Courses to **114** students from Lexington Division of Police Department and Kentucky State Police Academy classes.

#### SKILLS TRAINING BRANCH

- Conducted **24** AIT level classes, training a total of **514** students. Seven of these were instructor-level courses for **149** trainers.
- 70 percent of skills training devoted to providing 38 percent of the basic training curriculum

#### ADVANCED INDIVIDUAL TRAINING BRANCH

- Certified court security officer program trained **137** new court security officers in the two-week basic course. The 40 hour AIT course was completed by **432** court security officers.

CLASS NO.	GRADUATES
37	25
38	25
39	20
40	24
41	18
42	25

- Basic Telecommunications graduated **124** new telecommunicators.

CLASS NO.	GRADUATES
92	21
93	19
94	18
95	21
96	20
97	25

23,401

Hours training conducted

13,717

Total number of students trained

423

Number of classes conducted





- The Advanced Telecommunications section conducted AIT and telecommunications leadership training for **1,643** telecommunications.
- The Patrol/Traffic and Investigation Sections conducted training for **4,258** officers.
- Kentucky Criminalistics Academy — Class No. 3 graduated **18** students
- **377** Coroners and deputy coroners completed training in which **11** courses were offered including producing and distributing the mandatory training disk.

#### LEADERSHIP INSTITUTE BRANCH

- **1,051** students completed advanced leadership courses offered through the Leadership Section.

- CJED XVII graduated **20** administrators and/or managers
- APS graduated **78** sergeants and/or first line supervisors

CLASS NO.	GRADUATES
54	20
55	19
56	20
57	19

- Legal training staff instructed **724** students in the areas of legal issues and legal updates, in addition to providing instruction in law enforcement Basic Training, Public Safety Dispatch Academy, and multifarious AIT courses.

#### New 2014 DOCJT classes

- Criminal Investigation for First Responders
- Critical Incident Training for Dispatchers

- Cyber Investigation 335 — Advanced Wireless Network Investigations
- Domestic Abuse Investigation
- Domestic Violence Roles and Resources
- Domestic Violence Rules and Resources — Online
- Ethics for the Dispatcher: Career Survival
- Ethics for the Dispatcher: Career Survival — Online
- Kentucky Drug Investigations — 2014
- Maintaining a Professional Image
- Responding to Crimes Against Children — 2014
- Responding to Human Trafficking Crimes — 2014
- Sharpening Your Dispatch Skills
- Social Media & Internet Investigations

#### Leadership Challenge Course

The DOCJT in partnership with ECU possesses a complete leadership challenge course facility containing a low course, Alpine Tower, and an Aerial Team Course. The low course has 16 elements specifically for facilitating and developing team and group dynamics. An Alpine Tower is designed with 10 vertical elements that can be performed as a single or double participant activity to reinforce trust and team goals. In 2014 ECU replaced the existing high ropes course with an Aerial Team Course. The Aerial Team Course contains 12 elements over two levels for small group challenge and reinforcement of group dynamics. The Aerial Team Course contains a 900 foot zip line and a 36 feet high giant swing.



◀ Students participate in a team exercise in a Leadership 911 course.





The Aerial Team Course

# New Legislation

## BOATING IN KENTUCKY

### Right to enter public waters

Officers maintain the right to enter all public and private waters for inspection of certificate of registration of boats; however, reasonable and articulable suspicion that a violation of KRS has occurred is required before an officer may stop or enter a boat on private or public waters.

### Boater Freedom Act

KRS 235 now includes the Boater Freedom Act which requires a report on or before Oct. 31 of each year by Kentucky Department for Fish and Wildlife detailing measures to train law enforcement officers in the areas of enforcement of policy, hospitality toward participants in outdoor activities regulated by the department, tourism promotion and any changes the department implemented during the past year regarding law enforcement practices and interactions with the public.

## ALCOHOL, TOBACCO AND MARIJUANA

### Cider definition

Cider means a fermented fruit-based beverage containing seven percent or more alcohol and includes hard cider and perry cider. Weak cider contains less than seven percent but more than one percent.

### Wet, moist and dry laws

This session saw multiple technical changes to wet, moist and dry laws found in KRS Chapter 243, such as changes to percentage of "receipts" rather than "income" and requirements for licenses for NQ1, NQ2 and distillers' and transporters' licenses. State parks, commercial airports and other businesses are affected by these changes.

### Alternative nicotine

EFFECTIVE IMMEDIATELY KRS Chapter 438 has been amended to include additional products. It is unlawful for vapor products or alternative nicotine products to be distributed or sold to anyone under 18. It is unlawful for anyone under 18 to possess or use tobacco products, alternative nicotine products, or vapor products and if any of these are in possession of a person under 18 in plain view of a law enforcement officer, the officer shall confiscate them. Alternative nicotine product means a noncombustible product with nicotine but does not include any tobacco product, vapor product, or any other product regulated as a drug or device by the U.S. Food and Drug Administration. Tobacco product includes: cigarette, cigar, snuff, smokeless tobacco product, smoking tobacco, chewing tobacco, and any preparation for chewing or smoking, or suitable to be placed in a person's mouth. Vapor product is any noncombustible product containing nicotine that employs a heating element, power source, electronic circuit or other means that can be used to produce vapor from nicotine. Vapor product includes: electronic cigar, electronic cigarillo, electronic pipe or similar product but does not include any product regulated as a drug or device by the U.S. Food and Drug Administration.

### Small-farm wineries

Small farm wineries may be allowed to sell alcoholic beverages on Sundays.

### Cannabidiol

Cannabidiol may be transferred, dispensed, or administered as part of a university school

of medicine study and is not within the definition of marijuana.

## DRIVING IN KENTUCKY

### The Denzel Steward Act of 2014 related to juvenile drivers

The court shall not adjudicate a traffic violation involving a defendant under 18 unless the person that assumed liability for the minor is present. KRS 189.999 (Named for a Jefferson County teen who died in an automobile collision; he had kept a prior speeding ticket a secret from his parents.)

### Bioptic driving

KRS 186.579 was amended to add restrictions for bioptic drivers. (According to the Kentucky Office for the Blind, "Bioptic driving is a method of driving that uses both the patient's general vision and intermittent vision through a small telescopic system that improves the sharpness of the patient's vision. The bioptic telescope is only used to do quick spotting such as to read a traffic sign, check a distant traffic light or check events far down the road." (see <http://blind.ky.gov> for more information.))

### ATV drivers

ATV drivers do not have to wear approved headgear when crossing a public highway with a posted speed limit of 55 mph or less.

## GUNS IN KENTUCKY

### CCDW

Requirements for retired law enforcement officers to maintain CCDW licenses pursuant to KRS Chapter 237 have been amended.







### **LEEN service weapons**

KRS 65.041 now allows officers to purchase their duty weapon at fair market value upon retirement.

### **DOING BUSINESS IN KENTUCKY**

#### **Confidentiality of records**

KRS 210.235 contains new exceptions to allow disclosure of protected health records where necessary for care.

#### **Breach of security records — public**

Chapter 61 now requires public agencies that collect, maintain, or store personal information to notify the Kentucky State Police, the Auditor of Public Accounts, and the Kentucky Attorney General of a breach of security within 72 hours and notify all individuals whose information has been compromised within 35 days. Multiple additional notices are required. These notice requirements may be delayed upon written request from law enforcement. This law also requires implementation of cyber-security measures within state executive branch agencies.

#### **Breach of security records — private**

Chapter 365 now requires any person or business entity that conducts business in this state to disclose any breach of the security system. Notice requirements may be delayed upon written request from law enforcement.

### **E-SEARCH WARRANTS AND E-CIVIL PROCESS**

#### **E-warrants**

KRS Chapter 455 requires that rules be created to allow electronic application and issuance of search warrants under certain circumstances.

### **Civil summonses**

Civil summonses can be transmitted electronically by the clerk of the court pursuant to KRS 454.210.

### **COMMITTING CRIMES IN KENTUCKY**

#### **Abuse of vulnerable adults**

A new section of KRS Chapter 209 creates a registry for reports of abuse, neglect or exploitation of vulnerable adults at facilities such as adult day health care, home health care, and group homes for individuals with intellectual or developmental disabilities.

#### **Human trafficking**

KRS Chapter 529 allows expungement of charges or convictions where the crime is determined to be the direct result of being a victim of human trafficking under certain circumstances. Where no violent offense is involved, a defendant may assert being forced to participate in an offense as a victim of human trafficking as an affirmative defense.

#### **Contraband**

Cell phones are now within the definition of dangerous contraband in a detention facility. KRS 520.010.

#### **New class D felony: possession of automated business record falsification device**

Possession of a device that electronically falsifies business records, such as a computer system that keeps a register designed to eliminate true records in order to represent a false record of transactions (also known as zappers or phantom-ware) is now a class D felony and users of such devices face revocation of their business permit for a period of 10 years.

### **ALSO OF INTEREST TO LAW ENFORCEMENT FOP**

The Fraternal Order of Police license plate now costs \$38 instead of \$45.

#### **City classification**

A lengthy and detailed bill passed that redefines how municipalities are classified.

#### **Re-employment**

KRS Chapter 70 now allows for re-employment of officers who retired after 20 years of service for a one-year contract.

#### **Telecommunicator contracts**

KRS Chapter 70 also has been amended to allow law enforcement telecommunicators to be placed under an employment contract. If the telecommunicator is hired by another agency, the cost of the training time may be reimbursed by the second agency.

#### **Emergency management**

KRS Chapter 39B has new provisions related to multi-county emergency management.





# DOCJT: News and Events





## DOCJT AWARDS/RECOGNITIONS

In its annual awards ceremony, the Department of Criminal Justice Training honored multiple staff members in 2014 with top honors. Each year, awards are presented to deserving individuals honored as Instructor of the Year and Administrative Staff Person of the Year. Additionally, Commissioner John W. Bizzack awards the Commissioner's Award and the Teamwork Award.

**The Instructor of the Year in 2014** was Leadership Training Instructor Walt Tangel.

Since he began his service at DOCJT in 2004, Tangel has been lauded for his professionalism and dedication to providing relevant and current information to his classes. He is responsible for DOCJT's Police Executive Command Course and Current Leadership Issues for Mid-Level Executives among other assignments. "Mr. Tangel maintains the level of excellence and respect that his position requires to address the police executives and administrators in our commonwealth," his nomination letter states. "He has become an excellent resource with contacts and networking that extends across the state, nation and world."

**The Administrative Staff Person of the Year** was Graphic Designer Trang Baseheart.

A member of the Communication Section, Baseheart assumed the lead role in the coordinated roll out of the new DOCJT and KLEC logos she designed. She went above and beyond to not only create and implement the new design, but also to work individually with other staff to ensure a smooth transition in every venue within the organization. "Best of all, the new logo has been embraced,

hundreds of items have been gathered under a cohesive branding umbrella, the overall organization reflects professionalism in its materials and the entire staff is marching to the same branding beat," her nomination letter states. "All this can be attributed directly to Trang, her work ethic, her design skills and her dedication to professionalism."

**Two Commissioner's Awards** were given this year to Staff Assistant Edliniae Sweat and the Basic Training Curriculum Design Team.

Sweat was rewarded in part for her efforts with this year's CALEA accreditation process. "Although all DOCJT personnel were indirectly involved in the preparation process for the on-site, the scope of Edliniae's involvement and leadership role extends far beyond the peripheral," her nomination letter states.

The Basic Training Curriculum Design Team included DOCJT staff members Patrick Miller, Kelley Calk, Steve Howard, Mike Roe, Larry Sennett, Gina Smith, James VanHook, Ben Wilcox, Bill Sullivan and Thomas Atkins. The group worked together, deciding how to use the recent job task analysis' essential duties for performance outcomes and put them into a logical sequence and structure that would allow recruit officers to build on the learning process, their nomination

letter states. This group is responsible for the creation and overall structure of the 2015 22-week Basic Training Curriculum approved by the Kentucky Law Enforcement Council.

### The Teamwork Award

The Teamwork award was given to the DOCJT staff as a whole for successfully attaining the CALEA Gold Standard Assessment.

### Professional Achievement Award

Joe Wallace spearheaded the development and implementation of the Designated Marksman Course piloted in 2014. His knowledge and passion propelled him to create a course that was unique to DOCJT. Wallace is a proven leader in training execution and development for peace officers in the commonwealth.

Jeff Hancock worked with several Kentucky drug task forces and the DEA to ensure Kentucky officers received the most up-to-date and current material to help them combat the illegal drug trade in our state. With the heroin abuse outbreak, he developed an on-line heroin refresher course that was added to the on-line mandatory training site. He also proposed, researched and developed a year end Kentucky Drug Investigation 40-hour course.



## RETIREMENTS

**William Scott Bowerman****Retirement:** March 1, 2014**Hire date:** August 1993**Section:** Computer System Section  
21 years**Billy McGuire****Retirement:** April 1, 2014**Hire date:** July 1998**Section:** Compliance and  
Monitoring Section  
16 years**Don Pendleton****Retirement:** April 1, 2014**Hire date:** April 1, 2004**Section:** Deputy Commissioner  
10 years**Charles “Chuck” Melville****Retirement:** May 1, 2014**Hire date:** February 1, 2008**Section:** Training Operations Division  
6 years**Harold Steve Burton****Retirement:** August 1, 2014**Hire date:** April 1, 1999**Section:** Firearms Section  
15 years**Richard D. Hanzes****Retirement:** August 1, 2014**Hire date:** June 1996**Section:** Leadership Section  
18 years**Garnetta Moore****Retirement:** August 1, 2014**Hire date:** April 1999**Section:** Executive Secretary  
15 years**HOPELine Mobile Phone Drive**

To recognize Domestic Violence Awareness Month, DOCJT staff collected used mobile phones and accessories to donate to the Kentucky Commission on Women's Statewide HopeLine.

**Koats for Kids**

DOCJT supported the Marine Corps League annual coat drive that successfully has provided more than 1,600 coats to community members in the past three years. An average of 300 to 400 coats per year is distributed in Madison County. The Marine Corps League is a national veteran's service organization dedicated to those who are currently serving in the United States Marine Corps, as well as those who have been honorably discharged from that service. The drive began with the idea of collecting coats for needy children, but has evolved to provide warmth to adults and teens as well.

**KECC**

DOCJT staff support a variety of non-profit organizations such as March of Dimes, United Way, Prevent Child Abuse, and Christian Appalachian Project through Kentucky Employee Charitable Campaign. In 2014, a total of \$16,540 was contributed. Some of the events to raise money included:

- **The Race is On** — A race to complete and submit the forms and the winner received a Kroger gift card.
- **Denim Days of September** — Participants paid \$15 to wear denim to work.
- **KECC Parking Spot Raffle** — A raffle to determine who wins the front parking space.
- **Boxed Lunch Bonanza & Yahtzee Game** — A \$5 donation for a box lunch and additional \$5 to play Yahtzee. The winner received \$25.

- **Silent Auction** — This auction was conducted online. The items included for auction were desserts, other homemade food items and homemade craft or woodworking items donated by our staff.





### DOCJT Competition Shoot

The 23rd Annual DOCJT Competition Shoot was held in the fall at the Boonesborough Firing Range. The shoot offered an all-new multi-gun format. Participants shot at reactive steel targets with the handgun and rifle in multiple stages. Scores were based on the time the course is fired with penalties for missed targets. Raising \$750, all proceeds from the competition shoot went to the Kentucky Law Enforcement Memorial Foundation to support law enforcement officers across the state.



### KENTUCKY LAW ENFORCEMENT MEMORIAL FOUNDATION

The DOCJT in conjunction with the Kentucky Law Enforcement Memorial Foundation host a memorial service honoring Kentucky officers killed in the line of duty each May. There are 518 names of officers killed in the line of duty on the memorial. The memorial service raises the public's awareness of the only memorial dedicated to all of Kentucky's fallen officers and reaching out to the families, communities and fellow officers of those who have made the ultimate sacrifice. Two names were added in 2014:

BARDSTOWN POLICE OFFICER

**Jason Ellis**

End of watch May 25, 2013

MCCRACKEN COUNTY SHERIFF'S DEPUTY

**Chad Shaw**

End of watch Aug. 6, 2013



### Treats at DOCJT

DOCJT promotes family involvement. Each Halloween, DOCJT sections and offices create a safe and fun atmosphere for children of the staff. Some offices have games, some decorate in themes, some staff dress up, some photograph costumes and offices hand out candy or treats.

### Christmas Angel Tree

Each Christmas season, DOCJT employees participate in the Annual Christmas Angel Tree program. The Angel Tree committee reaches out to family resource centers from two local schools. This year a total of 12 children needing 61 gifts were granted.

### Blood Donation

DOCJT is a committed participant in the Kentucky Blood Center and has been for many years. KBC relies on volunteer blood donors to provide at least 400 pints of blood per day to meet area patients' needs. DOCJT donated 138 pints in 2014 to help provide for a wide range of treatments including cancer, trauma, sickle cell, organ transplant, surgeries and many more.



### Historical Names

The names of historical officers whose names have been added to the Kentucky Law Enforcement Memorial are:

- U.S. Marshal John C. Mullins, killed Dec. 25, 1908
- Nelson County Sheriff's Office Deputy R.L. Hagan, killed Dec. 15, 1926
- Louisa Police Department Chief Lazarus A. Vinson, killed Oct. 13, 1930
- Louisa Police Department Officer Bert Hampton, killed June 28, 1937
- Louisa Police Department Officer Fred Pack, killed May 16, 1946
- Kentucky State Police Water Patrol Officer David T. Childs, killed April 8, 1972
- Tompkinsville Police Department Chief Herbert D. Proffitt, killed Aug. 28, 2012



ACRONYMS	SUBJECT	DEFINITION
AIT	<b>Advanced Individual Training</b>	All Kentucky certified peace officers are required to attend 40 hours of KLEC certified training annually.
APS	<b>Academy of Police Supervision</b>	This three week course is the first course in leadership development for sergeants or first line supervisors.
CALEA	<b>Commission on Accreditation for Law Enforcement Agencies</b>	In March 2003, DOCJT became the first public safety training academy in the world to be accredited by CALEA under its newly created program, Public Safety Training Academy Accreditation.
CCDW	<b>Carrying Concealed Deadly Weapons</b>	DOCJT certifies trainers and instructors for the program so that they may conduct classes for individuals wanting to obtain a carry concealed permit in the state of Kentucky. The DOCJT Compliance Section also monitors the activity of the above classes to ensure they are being conducted according to KRS guidelines and specifications.
CCSO	<b>Certified Court Security Officer</b>	CCSOs are responsible for the security of the courthouse, personnel, visitors and prisoners.
CDP	<b>Career Development Program</b>	The CDP is a professional certificate program that aids in planning and organizing an officer's annual training to correlate with their career goals as a peace officer or telecommunicator.
CEU	<b>Continuing Education Unit</b>	A standard unit of measurement for continuing education and training.
CJED	<b>Criminal Justice Executive Development</b>	This program is structured for small-to medium-size law enforcement agency administrators and managers. The purpose is to provide the students with contemporary theories, management techniques, and leadership skills. This is a five week course over a five month period.
D-1	<b>Law enforcement agency transfer form</b>	This form is used by the Compliance Section to track transfers from one law enforcement agency to another.
DOCJT	<b>Department of Criminal Justice Training</b>	Under the umbrella of the Kentucky Justice and Public Safety Cabinet, the DOCJT provides CALEA and IACET accredited law enforcement training to an average of 18,000 Kentucky officers annually.
IACET	<b>International Association for Continuing Education and Training</b>	One of two accrediting agencies that DOCJT adheres to. DOCJT is the first law enforcement training agency in the program.
IPTM	<b>Institute of Police Technology and Management</b>	Training program that provides management, traffic training, and a number of specialty programs for all law enforcement officers nationally.
JPSC	<b>Justice and Public Safety Cabinet</b>	The Justice and Public Safety Cabinet is the state entity responsible for criminal justice services.
JTA	<b>Job Task Analysis</b>	A survey that was conducted on all Kentucky law enforcement agencies which concluded the foundation for an extended basic training curriculum.
KACP	<b>Kentucky Association of Chiefs of Police</b>	A statewide association for all law enforcement executives. The association also administers an accreditation program for agencies.
KAR	<b>Kentucky Administrative Regulations</b>	An administrative body that implements, interprets, or prescribes law or policy, or describes the organization, procedure, or practice requirements of any administrative body.
KCA	<b>Kentucky Criminalistics Academy</b>	An intensive two-five week program designed to enhance the skills and knowledge of crime scene investigation and crime scene technicians.
KECC	<b>Kentucky Employee Charitable Campaign</b>	A statewide government employee fundraising campaign.
KLEC	<b>Kentucky Law Enforcement Council</b>	The governing body of four law enforcement training academies in Kentucky.
KLED	<b>Kentucky Law Enforcement DISPATCHES</b>	A monthly e-newsletter produced by DOCJT.
KLEFPF	<b>Kentucky Law Enforcement Foundation Program Fund</b>	72% of revenues raised by Kentucky's 1.8% surcharge on casualty insurance premiums are committed to KLEFPF and earmarked for the mandatory training of Kentucky law enforcement officers to meet statewide standards, including all expenses of the DOCJT, all expenses for the KLEC and a proficiency grant for licensed officers who successfully complete a statutorily-mandated additional 40 hours of proficiency training annually.
KLEMF	<b>Kentucky Law Enforcement Memorial Foundation</b>	The KLEMF provides financial assistance, including 25 college scholarships annually, to the surviving families of Kentucky officers killed in the line of duty. The KLEMF also aids law enforcement families with emergency assistance grants.
KRS	<b>Kentucky Revised Statute</b>	The body of law which governs the Commonwealth.
KSA	<b>Kentucky Sheriff's Association</b>	A statewide association for all sheriffs and deputies.
LEN	<b>Law Enforcement</b>	Used when referring to law enforcement.
POPS	<b>Peace Officer Professional Standards</b>	A set of minimum standards one must accomplish to become a certified peace officer in Kentucky.
TASS	<b>Training and Administration Support System</b>	A database used by DOCJT to include training records of law enforcement and DOCJT personnel.
TPS	<b>Telecommunicator Professional Standards</b>	A set of minimum standards one must accomplish to become a certified telecommunicator in Kentucky.
TRIS	<b>Training &amp; Registration Information System</b>	A database used by law enforcement agencies to register over the Internet for classes, access training records, as well as search for course availability, personnel certification status and current course enrollment.







DEPARTMENT OF CRIMINAL JUSTICE TRAINING  
Funderburk Building  
Eastern Kentucky University  
521 Lancaster Avenue  
Richmond, KY 40475-3102